



COCONINO COUNTY BUILDING DEPARTMENT
ADMINISTRATIVE ORDER

TO: The Building Community, Mobile Home Sales Persons and Installers, Mobile Home Rehabilitators, Home-Land Package Developers, Realtors and Owners

FROM: John Farnol – Building Official

REGARDING: Pre 1976 HUD Manufactured Homes and Manufactured Home Installations

LOCATION: All areas under the jurisdiction of Coconino County

EFFECTIVE: July 5, 2000

- Any Manufactured Home, Mobile Home, Park Model or Travel Trailer, moved to or within Coconino County for set-up and used for habitation for residential purposes shall have affixed upon it the proper Arizona Identification for Manufactured and Mobile Homes, showing it to be an Approved HUD unit, or the proper American National Standard Institute (ANSI) Label for Park Models and Travel Trailers. (UBC 101 and in accordance with the Coconino County Zoning Ordinance).
- Any of these structures that do not have the proper label affixed shall be considered to be a moved building, as defined by the Code, and shall comply with the provisions of the Code for new buildings or structures. (UBC – 3404)
- Any of these structures that do not meet the provisions of the Code for new buildings shall be deemed as unsafe buildings or structures and shall not be set-up in Coconino County. “All buildings or structures regulated by this code which are structurally unsafe or not provided with adequate egress, or which constitute a fire hazard, or are otherwise dangerous to human life are for the purpose of this section, unsafe”. (UBC – 102)
- Due to the nature of Mobile Homes that were built before June 15, 1976, and unlabeled Park Models and Travel Trailers, their construction was not regulated nor built according to any Approved National Standards, and when in use the condition of such units is presumed to be in some form of inadequate maintenance, dilapidation, obsolescence, a fire hazard, damaged or having been abandoned and are determined to be an unsafe use. (UBC – 102 and referenced in the Uniform Housing Code, Chapter 10, Substandard Buildings – 1001 and UBC – 3402)
- This Order, as a supplemental regulation to the Code, declares, that these buildings or structures are public nuisances and Manufactured Home Permits will not be issued for such installations without a prior inspection. Additionally, if a Manufactured Home Permit is issued inadvertently for such a structure and the structure is set contrary to this Order, the structure will not be approved for occupancy and shall be abated for removal or demolition as set forth in the Dangerous Building Code, Sections 201, 301, and 401. (UBC 0 104.2.1)

- In the opinion of the Building Official, when any one of these structures is in good condition as determined by a Special Inspection, fees paid and approval is obtained prior to any relocation and set-up, the unit may become useable for occupancy. Having been approved for remodel and repair as deemed necessary by this Office as allowed through a Remodeling Permit, a Manufactured Home Permit may then be issued. When the installation of the unit is approved then a Certificate of Occupancy will be granted stating the approval of Rehabilitation. (UBC – 102)
- Pre-HUD units that are being moved from a Mobile Home Park into another Mobile Home Park, and when a unit is being moved from out of state into Arizona, shall have it's rehabilitation approved by the State of Arizona, Office of Manufactured Housing.
- Whenever a Manufactured Home permit is issued for an approved HUD unit, and upon conducting an installation inspection, hazards due to inadequate maintenance and dilapidation to the structure are found, thus presenting an Imminent Safety Hazard, which is an unreasonable risk of death or severe personal injury, the Inspector reserves the right not to approve the installation until the hazards have been corrected. The Inspector will file a Correction Notice with the Manufactured Home permit, serving as the plans and corrective order for repair, requiring a separate Remodel Permit with inspections and approve for those items. (HUD 3282.7 p)

MOBILE HOME REHABILITATION AND RENOVATION CHECKLIST

The purpose of this checklist is to provide information for the owner and contractor of what essential items are required to bring a substandard manufactured home or mobile home into compliance for set-up of the unit. This includes the minimum "Fire and Life Safety" requirements of the State of Arizona, and the items that create an "Imminent Safety Hazard" as defined by HUD; including violations of sanitation and egress deficiencies, structural hazards, nuisance hazards, fire hazards and improper occupancy. (HUD-3282.7p, UBC-102, UHC-1001)

- ☐ 1. General dilapidation due to improper maintenance and the repairing thereof. (UHC-1001)
- ☐ 2. Infestation of insects, vermin, or rodents and the extermination thereof. (UCH-1001)
- ☐ 3. Defective or deteriorated flooring or floor supports and of insufficient size to carry the imposed loads with safety and the repairing thereof. (UHC-1001)
- ☐ 4. Members of walls, partitions or other vertical supports that split, lean, list or buckle due to defective material, deterioration and of insufficient size to carry the imposed loads with safety and the repairing thereof. (UHC-1001)
- ☐ 5. Members of ceilings, roof sheathing, ceiling and roof supports or other horizontal members which sag, split or buckle due to defective material, deterioration and of insufficient size to carry the imposed load with safety and the repairing thereof. The roof covering shall be sound to prevent any leaking into the structure or the repairing thereof. (UHC-1001)
- ☐ 6. The mobile home is structurally protected to provide shelter for the occupants against the elements and to exclude dampness. Windows and siding are in place and in serviceable condition (UHC 601 (a) & (b)). Serviceable shall mean all windows are glazed and no openings boarded over. Siding shall be free of holes and shall not exhibit undue or detrimental weathering.
- ☐ 7. The unit shall be used only as a single family dwelling. (UHC-1001.14)
- ☐ 8. The unit shall be provided with a swinging exit door directly to the outside or to an exterior exit deck or porch, in satisfactory working order that is sized 3'-0" x 6'-8", and is maintained to the yard or public way. A sliding glass door shall not be a part of this required exit. (UBC 1004)
- ☐ 9. Every habitable room shall be provided with an operable window sized for natural light of one tenth the floor area and for natural ventilation of one twentieth the floor area. (UHC 504)
- ☐ 10. There is at least one room of at least 120 square feet, and all habitable rooms are at least 70 square feet in size. (UHC 503.2)

- ___11. Each sleeping room has egress directly to the exterior of the mobile home, either through a door, a window or an exit device with a minimum clear dimension of 22", a minimum clear opening of five (5) square feet and a sill height of no more than 36". (AzDBSFR)
- ___12. A smoke detector is installed in all rooms or hallways providing access to sleeping rooms and in each sleeping room. This detector may be battery operated or hard wired with a battery backup and is installed according to its listing. (AzDBSFR)
- ___13. There shall be an electrical load distribution panel board with a main disconnect in a readily accessible location. The electrical system is properly protected for the required amperage load. (AzDBSFR and NEC 550-6)
- ___14. The electrical system has been tested for continuity to assure proper bonding of all metallic parts. (AzDBSFR)
- ___15. The electrical system has been tested for operation to demonstrate that all parts (switches, outlets, light fixtures, panels, etc.) are in good working order. (AzDBSFR)
- ___16. The electrical system has been given a polarity check to determine that all connections are proper. (AzDBSFR)
- ___17. If the wiring in the mobile home is of aluminum conductor, all switches and outlets connected directly to the conductors are marked CV/ALR. (AzDBSFR)
- ___18. Conductors of dissimilar metals (i.e. copper and aluminum) are connected in accordance with 1993 NEC Section 110-14. (AzDBSFR)
- ___19. Every habitable room has two electrical convenience outlets or one electrical convenience outlet and one electrical fixture. (UHC 701(c))
- ___20. All exterior, bathroom and kitchen (within 6 feet of the kitchen sink) receptacle outlets shall be GFCI protected. (AzDBSFR & NEC 210-8)
- ___21. There is at least one bathroom with a water closet, lavatory and a bathtub or shower, all of which are in working order; this bathroom is separated from other rooms of the mobile home by a tight fitting door. (UHC 505(a))
- ___22. The floor of the area surrounding the water closet is finished, that is the floor surface is a finish material (i.e. tile, vinyl, etc.) not adversely affected by moisture. (UHC 505(e))
- ___23. The mobile home is plumbed for hot and cold running water and it shall have the ability to heat water through an approved hot water heater installation. (UHC 505(d))
- ___24. There is the ability of the plumbing building drain of the structure to properly convey waste to an approved waste water soil system.

- __25. There is a kitchen with a kitchen sink and cooking facilities. (UHC 505(c))
- __26. The gas piping system has been tested with a mercury manometer or slope gauge with appliance valve removed and piping capped at a minimum pressure of 3 PSI for fifteen minutes without showing loss of pressure. (AzDBSFR)
- __27. The walls and ceiling of each gas fired furnace and/or water heater compartment, including doors, is lined with a minimum ½ inch drywall. If the door opens directly to the outside and is entirely of metal construction, it need not be covered with drywall. All exterior compartments shall seal to the interior of the mobile home. (AzDBSFR)
- __28. Any heating device, furnace, wood stove, gas stove, fireplace or decorative appliance shall be Mobile Home Approved and be installed according to the manufacturers specifications, the Mechanical Code or County requirements.
- __29. There are permanently installed heating facilities capable of maintaining a temperature of 70 degrees Fahrenheit at a point three (3) feet above the floor in all habitable rooms. (UCH 701(a))
- __30. The structure is safe. There exist no conditions which endanger life, limb, health, property, safety or welfare of the public or occupants. (UHC 1001)
- __31. The unit will be set-up according to State of Arizona Office of Manufactured Housing installation standards and with “tie downs” to prevent overturning by an approved manufactured home tie down system or a permitted foundation stem wall and footing.

NOTE: No work shall proceed until the Special Inspection has been conducted and the Remodel Permit has been issued.

A temporary use permit can be obtained to store a manufactured home on a property for 30 days while the Special Inspection determination is being made. If the Special Inspection reveals that the manufactured home can be successfully rehabilitated, the Remodel Permit and the Manufactured Home Permit will be issued.

A Conditional Use Permit is required for the long-term occupancy (more than 100 days per calendar year) of park models and travel trailers. Travel trailers must be at least eight feet wide and at least thirty-two feet long. The tongue is not included in the length.

Any addition to any of these structures (i.e. decks or room additions), will require a building permit.

COCONINO COUNTY

MOBILE HOME REHABILITATION PERMIT APPLICATION

Coconino County Arizona

Department of Community Development

2500 N. Fort Valley Rd., Bldg. 1, Flagstaff, AZ 86001-1287

Phone (928) 679-8850 Fax (928) 679-8851

Web Site: www.coconino.az.gov

Date: _____

Permit No. BD-- _____

Form revised 01/07/2008

SUBDIVISION NAME AND/OR PARCEL NUMBER		LOT #	UNIT #	STREET NAME AND ADDRESS	
OWNER:		MAILING ADDRESS: (CITY, STATE, ZIP CODE)		PHONE:	
CONTRACTOR:	LICENSE #	COMPLETE ADDRESS:		PHONE:	
PLAN CHECK BY:		SQ. FT.	TOTAL FEES;	ISSUED BY:	

MANUFACTURER: _____ YEAR: _____ SERIAL NO: _____

SIZE _____ X _____ NO. OF BEDROOMS: _____ SEPTIC PERMIT NO: _____

SUMMARY OF WORK: _____

TYPE	GROUP	ZONE	SETBACKS:	FRONT:	SIDE:	REAR:	
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Restrictive covenants (deed restrictions) cannot be enforced by Coconino County

Signature: _____

Date: _____



AFFIDAVIT OF AGREEMENT

This is an agreement between Coconino County Community Development, Building Department and approved contractors for the purpose of inspection and rehabilitation of Pre-1976 mobile homes.

The purpose of this agreement is to allow an approved contractor, as allowed by the Building Official, to inspect Pre-1976 mobile homes to determine the existence of structural, building code, fire, and life-safety deficiencies, and to correct any deficiencies to bring the mobile home into rehabilitation compliance so that a manufactured home permit can be issued for installation and occupancy.

I _____, agree to inspect the Pre-1976 mobile homes in accordance with the requirements of Coconino County and the Rehabilitation Checklist and to perform only the rehabilitation deficiencies.

Additionally, as a licensed contractor in the State of Arizona, my license is current, and I am working within the scope of my license and the required bond is in place.

Additionally, I agree that, when any work involves remodeling (as determined by the Building Official on a case by case basis), that the proper building permits will be secured and all required inspections will be requested.

Additionally, I will not advise any customer to deliver a mobile or manufactured home onto a parcel of land without first obtaining a remodeling permit and/or a manufactured home permit, or a proper temporary use permit issued by the Coconino County Planning and Zoning Department and abiding by the conditions of the temporary use permit.

Either before or after the rehabilitation has been completed an application for a rehabilitation permit shall be submitted to the County Building Department with a \$47.00 filing fee, along with and a completed Rehabilitation Checklist Form, signed and notarized. At this time the Manufactured Home Permit may be issued. For this permit the proper submittal of a site plan, a septic permit or sewer availability, the title or registration of the unit, and a fee of \$180.00. After this has been completed, an application for a manufactured home permit shall be submitted, along with the required supporting documents and fee.

Once the installation has been completed, and after verification of the installation of an approved waste water and an approved potable water system, inspections shall be conducted by the Building Department for the approval of the installation, rehabilitation, use, and occupancy. If all inspections are approved, the Building Official will issue a Certificate of Occupancy.

This affidavit will be retained on file in the office of the Building Department.

Contractor's Signature

Date

Subscribed and sworn to before me this _____ day of _____, 2004.

Notary Public

My commission expires: